

# **“A” SERIES**

## **CONTRACT**

**PRINTING, BINDING, PACKAGING, AND DELIVERING THE  
2021 IOWA ACTS**

**A-3**

## **APPENDICES FORM**

**Standards and Specifications, Delivery Instructions and Schedules, and Contact Information**

Legislative Services Agency  
Legal Services Division  
State Capitol  
Des Moines, Iowa 50319

Mr. Tim McDermott, Director  
Ms. Leslie Hickey, Iowa Code Editor

Initials:

TM

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8-16-21

Date

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8/16/2021

Date

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**APPENDIX A PRODUCTION STANDARDS**  
**TABLE A-1 GENERAL**

	BOOK SIZE	ORDER	ESTIMATED PAGE AND 6-PAGE SIGNATURE COUNT FOR THE PUBLICATIONS			
			AGGREGATE TOTAL		PER PUBLICATION	
Acts	7 1/2" x 10 3/4"	400	Pages	360,000	All Pages Per Publication (Book)	900
			Signatures	60,000	All Signatures Per Publication (Book)	150

For Page Size See  
Table A-2.

**APPENDIX A PRODUCTION STANDARDS**  
**TABLE A-2 PAPER STOCK**

Acts	BRAND	SIZE	COLOR/ SHADE	FINISH	BRIGHT- NESS	OPACITY	BASIS WEIGHT	PPI	ARCHIVE	RECYCLED MATERIAL <sup>i</sup>
	Spring Forge	7 1/4" x 10 1/2" Finished	Blue White	Smooth Eggshell	92	88	40#	690	pH neutral (content of 7-7.5)  Resistant to oxidation and of archival quality	0

<sup>i</sup> The recycled content must derive from postconsumer materials. To be considered recycled, the paper stock must meet the requirements for procuring recycled printing paper as provided in the federal Resource Conservation and Recovery Act of 1976 (RCRA), as amended (42 U.S.C. §6962); and set forth in 40 C.F.R. pt. 247, and in related executive orders or advisory notices issued by the United States Environmental Protection Agency.



**APPENDIX A PRODUCTION STANDARDS**  
**TABLE A-3 PAGE COMPOSITION AND PRINTING**

	IMAGE AREA FOR TYPE	FONT/ POINT SIZE	ART- WORK	INK		BLEED BARS		
				Ratio (After Conversion)	Biorenewable Products <i>Minimum</i>	Placement	Width	Number of Pages <i>Minimum</i>
<b>Acts</b>	One Column 5 1/2" x 9" with folio	Font: Imperial BT	Minimal (Image of the State Seal)	1/1 black ink on two sides. No color (brown/light or faded black unacceptable).	10%-15%	Right side of right-hand pages	Runs entire length of the page	Regular Session: (1) Tables: 1 (2) Index: 1
		Point: Various						Extraordinary Session: 2 for each Extra. Sess.

## APPENDIX B CONSTRUCTION STANDARDS

### TABLE B-1 PRODUCTION ITEMS

ITEM	PERIODS	SPECIAL INSTRUCTIONS	NUMBER
Sample Covers	Trial Performance	<p>(1) <b>Preliminary Paper Proof Cover.</b> Must be a laser proof or equivalent paper proof approved by the Agency which illustrates how the publications' covers will appear when the publications are bound, including all lettering and numbering, and the location of the required impressions and foil pieces.</p> <p>(2) <b>Virtual Replica.</b> Lettering and numbering, and the location of the impressions, stampings, and foil pieces must be identical to those used in the production of the publications.</p> <p>(3) <b>Trimmed.</b> Must be trimmed to size or marked to illustrate the trim size.</p>	1 Proof
	Standard Performance	<p>(1) <b>Finished Sample.</b> Cover for hardbound book. <i>See Table B-4.</i></p> <p>(2) <b>Exact Replica.</b> Must include the same material, blanking, stamping of impressions, and attachment of foil pieces that will be used in the production of the books. Lettering and numbering and impressions. Stamping and the foil pieces must be identical to those used in the production of the publications.</p> <p>(3) <b>Dyes.</b> Must be produced using the same dyes that will be used in the production of the publications unless otherwise provided by the Agency.</p> <p>(4) <b>Corners.</b> Inside corners must be folded in the same manner as the publications. <i>See Table B-3.</i></p> <p>(5) <b>Trimmed.</b> Must be trimmed to size.</p>	1 Cover
Set of Digital Proofs	Trial Performance*	<p>(1) <b>Equivalency.</b> "Digital proofs" must be laser proof replicating conventional blue line pages with crop marks or equivalent proof pages as approved by the Agency.</p> <p>(2) <b>Exact Replica.</b> Must be exact replica of the test composed pages delivered by the Agency, with corrections as directly ordered by the Agency submitting markup or replacement pages to the Contractor. The Agency must review and approve corrected pages. Contractor is not required to deliver a new set of digital proofs.</p> <p>(3) <b>Paper Size.</b> Paper size must not exceed 8 1/2" x 11".</p> <p>(4) <b>Print.</b> Must be printed in black, clearly legible type (no faded text).</p> <p>(5) <b>Assembly.</b> Must be assembled in the order that the Agency delivered test composed pages to the Contractor.</p> <p>(6) <b>Format.</b> Must be arranged in sequential order by page number as transmitted to the Contractor by the Agency, and delivered to the Agency in one of the following forms:</p> <p>(a) <b>First Preference.</b> Printed on both sides of each sheet and stapled or folded by signature in book form.</p> <p>(b) <b>Alternative Preference.</b> Printed on one side of each sheet and stapled by signature at the top left-hand corner.</p>	1 Set
	Standard Performance	<p>(1), (3), (4), (5), and (6) ↑ <i>See box for Trial Performance.</i></p> <p>(2) <b>Exact Replica.</b> Must be exact replica of the composed pages delivered by the Agency to the Contractor with corrections as directly ordered by the Agency submitting markup or replacement pages to the Contractor. The Agency must and approve corrected pages.</p>	1 Set

\*This requirement is waived by the Agency.

**APPENDIX B CONSTRUCTION STANDARDS**  
**TABLE B-2 PUBLICATIONS (BINDING)**

Acts

CONSTRUCTION	CAMBRIC	BANDS Head Band and Foot Bands	SIGNATURES	
			Type	Construction
Book block thoroughly glued, smashed, and assembled as part of casing (lined with one or more supers and gauze tape) in a manner that ensures the book block is sturdily constructed and bound to the casing.	<p>(1) <b>General.</b> First and last signatures must be reinforced at the spine with cambric which measures at least 1" in width and at least 7/8" from the spine when concealed after the cover is attached to the end sheets.</p> <p>(2) <b>Thoroughly Glued.</b> The entire cambric must be completely glued to the book block (up to the head band and down to the foot band) in a manner that ensures the signatures are permanently bound.</p>	Color must be alternating red and gold checkerboard pattern.	<p>(1) <b>Full.</b> Full 6-page count per signature.</p> <p>(2) <b>Agency Approval.</b> The Agency must approve any other page count per signature.</p>	Burst bound
Book block produced using a digital press				

**APPENDIX B CONSTRUCTION STANDARDS**  
**TABLE B-3 PUBLICATIONS (COVERS)**

Acts

CONSTRUCTION	MATERIALS			
	Back Line	Binder's Board	End Sheets	Cover Material
<p>(1) <b>Case Bound Book.</b> Cover must conform to sample finished cover approved by the Agency, with Agency corrections if necessary.</p> <p>(2) <b>Attached Signatures.</b> Signatures must be securely attached to the book block. <i>See Table B-2.</i></p> <p>(3) <b>Corners.</b> For the top corner, the top fabric must be folded down and glued down before the side fabric is folded over, glued down, and trimmed at an angle. For the bottom corner, the bottom fabric must be folded up and glued down before the side fabric is folded over, glued down, and trimmed at an angle. The corner folds must be thoroughly smashed and mitered in a manner that prevents the fabric from fraying.</p> <p>(4) <b>Loose Rounded Spine.</b> Spine must be loose and rounded, with uniform and tight joints and adequate gutters. A loose and round spine means the casing must not be glued to the back of the book block.</p> <p>(5) <b>Blank Pages.</b> The use of blank pages other than delivered to the Contractor by the Agency must be approved by the Agency.</p> <p>(6) <b>Dies.</b> All type and bars must be set from the sampling die on the spine.</p>	Heavy 90# kraft on the spine area	Davey red label binder's board with .097" thickness	80# publisher white	Fabric. Tan color. Same Buckram grain commonly known as the type and variety designated as Roxite F taupe #69564, and produced by ICG-Holliston, or an equivalent cover approved by the Agency.



# APPENDIX B CONSTRUCTION STANDARDS

## TABLE B-4 PUBLICATIONS (DECORATION)\*

FRONT AND BACK COVERS	SPINE	
	Stamping	Foil Pieces
<p><b>Blind Stamping (Bars).</b> All of the following:</p> <p>(1) <b>General.</b> One impression of blind stamping on the front and back of the cover. Approx. 1/4" from top and sides of the book.</p> <p>(2) <b>Dies.</b> A die must be one piece.</p>	<p>(1) <b>Blind Stamping:</b> None.</p> <p>(2) <b>Type.</b> All of the following:</p> <p>(a) <b>Appearance and Color.</b> Crisp and distinct black.</p> <p>(b) <b>Location.</b> Centered and equal distance between the red and black foil pieces. See <i>Foil Pieces</i> box.</p> <p>(c) <b>Content and Point Size.</b> Bold. The number "1". Approx. 80 pts.</p> <p>(d) <b>Font.</b> Times New Roman.</p> <p>(e) <b>Spacing.</b> N/A.</p> <p>(3) <b>Dies.</b> All of the following:</p> <p>(a) <b>Setting.</b> Type must be set from the sampling die.</p> <p>(b) <b>One Piece.</b> A die must be one piece.</p>	<p>(1) <b>Red Foil Piece.</b> All of the following:</p> <p>(a) <b>Affixed.</b> Affixed in a manner that is permanently attached to the book.</p> <p>(b) <b>Alignment.</b> Straight.</p> <p>(c) <b>Dimensions.</b> Approx. 1 7/8" high and wrapped to the edge of the spine.</p> <p>(d) <b>Appearance and Color.</b> Type is crisp and distinct gold leaf.</p> <p>(e) <b>Location.</b> The top edge approx. 1 7/8" from the top edge of the book.</p> <p>(f) <b>Type.</b> All of the following:</p> <p>(i) <b>Location.</b> Centered between the sets of gold bars.</p> <p>(ii) <b>Content.</b> The content depends upon whether the General Assembly meets in regular session or in regular session and one or more extraordinary sessions.</p> <p><b>Regular Session Alone.</b> 1st Line: the word "ACTS" and the number "2021", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the number "89" and the abbrev. "G.A."</p> <p><b>Regular and Extraordinary Session(s).</b> 1st Line: the word "ACTS" and the number "2021", 2nd Line: the word "REGULAR", 3rd Line: the word "SESSION", and 4th Line: the words "AND EXTRA", if applicable, 5th Line: the word "SESSION" or "SESSIONS", if applicable, and 6th Line: the number "89" and the abbrev. "G.A."</p> <p>(iii) <b>Point Size.</b> Approx. 11 pts.</p> <p>(iv) <b>Font.</b> Times New Roman.</p> <p>(v) <b>Spacing.</b> Uniform spacing for letters, words, and numbers.</p> <p>(vi) <b>Capital Letters.</b> All.</p> <p>(g) <b>Bars.</b> A set of gold wide and thin bars must run horizontally at the top of the foil pieces and a set of gold thin and wide bars must run horizontally at the bottom of the foil, as follows:</p> <p>(i) <b>Size.</b> For each set of bars, all of the following:</p> <p><b>Wide Bars.</b> Approx. the size of a 12 pt. line of rule.</p> <p><b>Thin Bars.</b> Not thicker than a 6 pt. line of rule.</p> <p>(ii) <b>Distance.</b> The distance between the wide and thin bars must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule.</p> <p>(iii) <b>Placement.</b> For the top set of bars, the distance between the top edge of the wide bar and the top edge of the foil piece must not be less than a 1 1/2 pt. line of rule and not greater than a 2 pt. line of rule. For the bottom set of bars, the same distance applies between the bottom edge of the wide bar and the bottom of the foil piece.</p> <p>(2) <b>Black Foil Piece.</b> All of the following:</p> <p>(a), (b), (c), (d), and (g). ↑</p> <p>(e) <b>Location.</b> The bottom approx. 3 1/2" from the bottom edge of the book.</p> <p>(f) <b>Type.</b> ↑ Except (ii) and (iii)</p> <p>(ii) and (iii) <b>Content and Point Size (Various).</b> All of the following:</p> <p>1st Line. The word "IOWA". Approx. 12 pts.</p> <p>2nd Line. The number "89". Approx. 70 pts.</p> <p>3rd Line. The number "2021". Approx. 12 pts.</p>

\* Upon request, the Agency will deliver a sample publication to the Contractor. Except for the text provided in quotation marks, the specifications are intended as a guide.



## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-1 DELIVERY OF AGENCY PRODUCTS

Acts

SPECIAL INSTRUCTIONS	
Acts	(1) <b>Sample Publication.</b> Upon request, the Agency will deliver a 2020 edition of the Iowa Acts to the Contractor.
	(2) <b>Composed Pages.</b> Agency will deliver composed pages to the Contractor as follows:
	(a) <b>Format.</b> The Agency will transmit fully composed pages in an electronic format (Adobe® Systems portable document format [PDF]) to the Contractor.
	(b) <b>Electronic Delivery.</b> The Agency may deliver files used in production by electronic transfer directly to the Contractor by file transfer protocol (FTP), by electronic mail to the Contractor's contact person, or to the Contractor's Internet website.
	(c) <b>Paper Copies.</b> The Agency will deliver paper copies of the composed pages to the Contractor in a manner determined reasonable by the Agency.
	(d) <b>Incremental Delivery.</b> During the standard performance period, the Agency may deliver composed pages to the Contractor in installments by groupings of signatures. The Contractor must ship sets of press proofs for delivery to the Agency as the Agency delivers composed pages to the Contractor.

## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-2 PACKAGING (AND LOADING) PRODUCTION ITEMS AND PUBLICATIONS

Acts

SPECIAL INSTRUCTIONS	
Acts	(1) <b>Common Carrier Requirement.</b> If the Contractor does not personally perform packaging (and loading) and shipping (and unloading) production items or books, the following apply:
	(a) <b>Courier.</b> The courier must be the United States Mail Service, FedEx® Corp., United Parcel Service, Inc. (UPS®), or another person who is a midwestern or nationally recognized courier authorized by the Agency.
	(b) <b>Freight Company.</b> The freight company must be Roadway® Express, Inc., Con-way® Freight, King Solutions, Inc., or another person who is a midwestern or nationally recognized freight company authorized by the Agency.
	(2) <b>Courier and Freight Company.</b> All of the following apply:
	(a) <b>Less Weight.</b> A shipment of less than 800 lbs. may be made by a courier or a freight company.
	(b) <b>More Weight.</b> A shipment of 800 lbs. or more must only be made by a freight company.
	(3) <b>Publications.</b> For publications, all of the following apply:
	(a) <b>Contents Identified.</b> One side of each carton must reasonably indicate its contents: "2021 IOWA ACTS" and the number of books included.
	(b) <b>Bulk Packaging.</b> The publications must be packaged in bulk cartons with 5% (excluding overruns) placed in individual cartons.
	(c) <b>Errata or Information Sheet.</b> Each publication may contain an errata or information sheet composed by the Agency, delivered to the Contractor by the Agency, and produced and packaged by the Contractor.
	(d) <b>Weight.</b> A carton must not exceed 35 lbs.
	(e) <b>Loading.</b> All of the following:
	(i) <b>Skids.</b> Each carton must be packed and delivered on skids and be strapped to the skids by polyethylene wrap.
	(ii) <b>Pallets.</b> All of the following:
	Each package must fit on a 3' 4" x 5' pallet without overhang. A package may be loaded on a pallet that is less than 3' 4" x 5' for special delivery. A pallet must not be double stacked.
	(f) <b>Unloading.</b> The freight company and not the Agency nor any state employee is solely responsible for unloading and moving a pallet to a location specified in Tables C-5 — C-8 and as directed by the contact persons described in these tables.
	(4) <b>F.O.B. and Risks.</b> The Contractor must deliver production items and publications free on board (F.O.B.), destination, door, freight prepaid and allowed. The Contractor bears the expense and risk of putting the production items and publications into the possession of a common carrier, and the Contractor is responsible for securing all necessary and customary insurance for shipment. The risk of loss is borne by the Contractor until the Agency takes possession of the production item or publication.
	(5) <b>Specifications.</b> The Contractor must make shipments in a manner that meets all requirements for the applicable freight classification.

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-3 DESTINATION FOR PRODUCTION ITEMS**

Acts	PRODUCTION ITEM	ADDRESSEE	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
	COVERS	Ms. Leslie Hickey Iowa Code Editor	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	<b>(1) Contact.</b> Contact the addressee one business day prior to delivery. <i>For contact information, see Appendix F.</i> <b>(2) Delivery Day.</b> Business Day. <b>(3) Delivery Time.</b> Generally, 8:00 a.m. - 4:30 p.m. Central Time. Delivery after 10:30 a.m. is considered delivery on the next business day. <b>(4) Contact Persons.</b> See Tables F-1 through F-4.
	SET OF DIGITAL PROOFS	Mr. Jamie Croatt Supervisor, Publications Editing Office	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319	

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-4 NUMBER OF PUBLICATIONS TO BE DELIVERED<sup>ii</sup>**

Acts	TOTAL	NORMAL	SPECIAL
	400	280	120

<sup>ii</sup> The number of publications reserved for Normal Delivery and Special Delivery will be determined after the execution of the contract. The parties will adjust the contract price after the contract's execution.



**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-5 DESTINATION FOR PUBLICATIONS**  
**(NORMAL DELIVERY TO OLA BABCOCK MILLER BUILDING)**

NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
198	Ola Babcock Miller Building	<p>(1) <b>General.</b> All of the following:            (a) <b>Delivery Day. Business Day.</b>            (b) <b>Delivery time:</b> 8:00 a.m. - 4:30 p.m. (Central Time).            (2) <b>Location.</b> Deliver to the west side of the building by entering a loading area at East Grand Avenue and East 12th Street (a narrow entrance east and adjacent to the Jessie Parker Building).            (3) <b>No Dock.</b> Customary to unload using truck equipped with a "Tommy lift" or "lift gate."            (4) <b>Transport Within Building.</b> Books must be delivered by handcart on the ground floor level. No accommodations for unloading or transferring cartons by forklift are available.            (5) <b>Contact Person.</b> Contact the Agency's principal contact person one business day prior to delivery and when the shipment arrives. The Agency's principal contact person is as follows:</p> <p>Mr. Doug Adkisson            Tel.: 515.281.3884            Email: <a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a></p>
	1112 East Grand Avenue Des Moines, Iowa 50319	
	Deliver to the ground level and transport to Room 019 (mailroom)	

Acts

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-6 DESTINATION FOR PUBLICATIONS**  
**(NORMAL DELIVERY TO STATE CAPITOL)**

Acts	NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
	72	State Capitol 1007 East Grand Ave. Des Moines, Iowa 50319 Room G-01	<p>(1) <b>General.</b> All of the following:</p> <p>(a) <b>Delivery Day.</b> Business Day.</p> <p>(b) <b>Delivery Time.</b> 8:00 a.m. - 4:30 p.m. (Central Time).</p> <p>(2) <b>Same Shipment.</b> May deliver as part of the same shipment to the Ola Babcock Miller Building. See Table C-5.</p> <p>(3) <b>Location.</b> Deliver to the west side of the building (circular drive).</p> <p>(4) <b>No Dock.</b> Customary to unload using truck equipped with a "Tommy lift" or "lift gate."</p> <p>(5) <b>Transport Within Building.</b> Books must be delivered by handcart on the ground floor level.</p> <p>No accommodation for unloading or transferring cartons by forklift is available.</p> <p>(6) <b>Contact Person.</b> Contact the Agency's principle contact person one business day prior to delivery and when the shipment arrives. The Agency's principal contact person is as follows:</p> <p>Mr. Doug Adkisson  Telephone: 515.281.3884  Email: <a href="mailto:Doug.Adkisson@legis.iowa.gov">Doug.Adkisson@legis.iowa.gov</a></p>

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-7 DESTINATION FOR PUBLICATIONS**  
**(NORMAL DELIVERY TO JUDICIAL BUILDING)**

Acts	NUMBER	DELIVERY ADDRESS	SPECIAL INSTRUCTIONS
	10	Iowa Judicial Branch Building (Judicial Building) 1111 East Court Avenue Des Moines, IA 50319	<p>(1) <b>General.</b> All of the following:</p> <p>(a) <b>Delivery Day.</b> Business Day.</p> <p>(b) <b>Delivery Time.</b> 8:00 a.m. - 4:30 p.m. (Central Time).</p> <p>(2) <b>Same Shipment.</b> May deliver as part of the same shipment to the Ola Babcock Miller Building. See Table C-5.</p> <p>(3) <b>Location.</b> Deliver in the parking lot area to the gate and push the button for security in order to access the unloading area.</p> <p>(4) <b>No Dock.</b> It is customary to unload using truck equipped with a "Tommy lift" or "lift gate."</p> <p>(5) <b>Contact Person:</b></p> <p>(a) <b>Agency's Contact Person.</b> Contact the Agency's principal contact person one business day prior to delivery. See Table F-4.</p> <p>(b) <b>Agency's Designee.</b> Contact the Agency's designee person one business day prior to delivery and when the shipment arrives at the Judicial Building. The Agency's designee at the Judicial Building is as follows:</p> <p>Ms. Betsy Barnett  Telephone: 515.348.4847  Email: <a href="mailto:betsy.barnett@iowacourts.gov">betsy.barnett@iowacourts.gov</a></p>

## APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-8 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY DROP SHIPMENT)**  
**7th Judicial District**

DISTRICT	CONTACT INFORMATION		DELIVERY ADDRESS	NUMBER	SPECIAL INSTRUCTIONS
7th	Name	Tami Thurston	Scott County Courthouse 400 W. 4th Street Davenport, IA 52801	8	Contact Ms. Thurston at least one business day prior to delivery.
	Telephone	563.326.8712			
	Email	<a href="mailto:tami.thurston@iowacourts.gov">tami.thurston@iowacourts.gov</a>			

## APPENDIX C DELIVERY INSTRUCTIONS

### TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)

#### 1st Judicial District

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Johnna Ihns-Sutton	Clerk of Court	Allamakee	110 Allamakee St.	Waukon	IA	52172	2	563.568.6351	<a href="mailto:johnna.ihns-sutton@iowacourts.gov">johnna.ihns-sutton@iowacourts.gov</a>
Ashley Boquist	Court Administrator	Black Hawk	316 E. 5th St.	Waterloo	IA	50703	15	319.833.3332	<a href="mailto:ashley.boquist@iowacourts.gov">ashley.boquist@iowacourts.gov</a>
Arnell Ernst	Clerk of Court	Buchanan	210 5th Ave. NE	Independence	IA	50644	2	319.833.3256	<a href="mailto:arnell.ernst@iowacourts.gov">arnell.ernst@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Chickasaw	8 E. Prospect	New Hampton	IA	50659	2	641.394.2106	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>
Johnna Ihns-Sutton	Clerk of Court	Clayton	111 High St. PO Box 418	Elkader	IA	52043	2	563.245.2204	<a href="mailto:johnna.ihns-sutton@iowacourts.gov">johnna.ihns-sutton@iowacourts.gov</a>
Johnna Ihns-Sutton	Clerk of Court	Delaware	301 E. Main PO Box 527	Manchester	IA	52057	2	563.927.4942	<a href="mailto:johnna.ihns-sutton@iowacourts.gov">johnna.ihns-sutton@iowacourts.gov</a>
Dana Havertape	Court Administrator	Dubuque	720 Central Ave.	Dubuque	IA	52004	6	563.589.4448	<a href="mailto:dana.havertape@iowacourts.gov">dana.havertape@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Fayette	114 N. Vine St.	West Union	IA	52175	2	563.382.2469	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>
Arnell Ernst	Clerk of Court	Grundy	706 G Ave.	Grundy Center	IA	50658	2	319.824.5229	<a href="mailto:arnell.ernst@iowacourts.gov">arnell.ernst@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Howard	137 N. Elm St.	Cresco	IA	52136	2	641.394.2106	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>
Elizabeth Nuss	Clerk of Court	Winneshiek	201 W. Main	Decorah	IA	52101	2	563.382.2469	<a href="mailto:elizabeth.nuss@iowacourts.gov">elizabeth.nuss@iowacourts.gov</a>



## APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**2nd Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Raphael Montag	Clerk of Court	Ames	515 Clark Ave.	Ames	IA	50010	0	515.382.7410	<a href="mailto:raphael.montag@iowacourts.gov">raphael.montag@iowacourts.gov</a>
Raphael Montag	Clerk of Court	Boone	201 State St.	Boone	IA	50036	1	515.433.0561	<a href="mailto:raphael.montag@iowacourts.gov">raphael.montag@iowacourts.gov</a>
Julie Kneip	Clerk of Court	Bremer	415 E. Bremer Ave.	Waverly	IA	50677	2	319.352.5661	<a href="mailto:julie.kneip@iowacourts.gov">julie.kneip@iowacourts.gov</a>
Julie Kneip	Clerk of Court	Butler	428 6th St.	Allison	IA	50602	0	641.456.5626	<a href="mailto:julie.kneip@iowacourts.gov">julie.kneip@iowacourts.gov</a>
Tina Ganzeveld	Clerk of Court	Calhoun	416 4th St., Suite 5	Rockwell City	IA	50579	0	712.662.7791	<a href="mailto:tina.ganzeveld@iowacourts.gov">tina.ganzeveld@iowacourts.gov</a>
Sheri Miller	Clerk of Court	Carroll	114 E. 6th St., Suite 5	Carroll	IA	51401	1	712.792.4327	<a href="mailto:sheri.miller@iowacourts.gov">sheri.miller@iowacourts.gov</a>
Stacy Oleson	Clerk of Court	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	0	641.494.3637	<a href="mailto:stacy.oleson@iowacourts.gov">stacy.oleson@iowacourts.gov</a>
Scott Hand	Court Administrator	Cerro Gordo	220 N. Washington Ave.	Mason City	IA	50401	4	641.421.0990	<a href="mailto:scott.hand@iowacourts.gov">scott.hand@iowacourts.gov</a>
Julie Kneip	Clerk of Court	Floyd	101 S. Main St., Suite 305	Charles City	IA	50616	0	319.352.5661	<a href="mailto:julie.kneip@iowacourts.gov">julie.kneip@iowacourts.gov</a>
Julie Kneip	Clerk of Court	Franklin	12 1st Ave., N.W.	Hampton	IA	50441	1	641.456.5626	<a href="mailto:julie.kneip@iowacourts.gov">julie.kneip@iowacourts.gov</a>
Raphael Montag	Clerk of Court	Greene	114 N. Chestnut, Suite 9	Jefferson	IA	50129	1	515.433.0561	<a href="mailto:raphael.montag@iowacourts.gov">raphael.montag@iowacourts.gov</a>
Tina Ganzeveld	Clerk of Court	Hamilton	2300 Superior St., Suite 9	Webster City	IA	50595	1	515.576.7115	<a href="mailto:tina.ganzeveld@iowacourts.gov">tina.ganzeveld@iowacourts.gov</a>
Lori Hasfjord	Clerk of Court	Hancock	855 State St.	Garner	IA	50438	1	641.585.4520	<a href="mailto:lori.hasfjord@iowacourts.gov">lori.hasfjord@iowacourts.gov</a>
Tina Ganzeveld	Clerk of Court	Hardin	1215 Edgington Ave., Suite 7	Eldora	IA	50627	0	515.576.7115	<a href="mailto:tina.ganzeveld@iowacourts.gov">tina.ganzeveld@iowacourts.gov</a>
Sheri Miller	Clerk of Court	Humboldt	203 Main St.	Dakota City	IA	50529	1	712.335.4205	<a href="mailto:sheri.miller@iowacourts.gov">sheri.miller@iowacourts.gov</a>

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**2nd Judicial District (Cont.)**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Carolyn Haney	Clerk of Court	Marshall	17 E. Main St.	Marshalltown	IA	50158	4	641.754.1603	<a href="mailto:carolyn.haney@iowacourts.gov">carolyn.haney@iowacourts.gov</a>
Stacy Oleson	Clerk of Court	Mitchell	212 S. 5th St.	Osage	IA	50461	1	641.494.3637	<a href="mailto:stacy.oleson@iowacourts.gov">stacy.oleson@iowacourts.gov</a>
Sheri Miller	Clerk of Court	Pocahontas	99 Court Square, Ste. 6	Pocahontas	IA	50574	0	712.335.4208	<a href="mailto:sheri.miller@iowacourts.gov">sheri.miller@iowacourts.gov</a>
Sheri Miller	Clerk of Court	Sac	100 N.E. State St., Suite 12	Sac City	IA	50583	0	712.662.7791	<a href="mailto:sheri.miller@iowacourts.gov">sheri.miller@iowacourts.gov</a>
Raphael Montag	Clerk of Court	Story	1315 S. B Ave., Suite 1	Nevada	IA	50201	6	515.382.7410	<a href="mailto:raphael.montag@iowacourts.gov">raphael.montag@iowacourts.gov</a>
Tina Ganzeveld	Clerk of Court	Webster	701 Central Ave., Suite 6	Fort Dodge	IA	50501	0	515.576.7115	<a href="mailto:tina.ganzeveld@iowacourts.gov">tina.ganzeveld@iowacourts.gov</a>
Bill Watson	Court Administrator	Webster	701 Central Ave., Suite 6	Fort Dodge	IA	50501	4	515.574.3751	<a href="mailto:bill.watson@iowacourts.gov">bill.watson@iowacourts.gov</a>
Lori Hasfjord	Clerk of Court	Winnebago	126 S. Clark St., Suite 6	Forest City	IA	50436	0	641.585.4520	<a href="mailto:lori.hasfjord@iowacourts.gov">lori.hasfjord@iowacourts.gov</a>
Lori Hasfjord	Clerk of Court	Worth	1000 Central Ave., Suite 2	Northwood	IA	50459	0	641.585.4520	<a href="mailto:lori.hasfjord@iowacourts.gov">lori.hasfjord@iowacourts.gov</a>
Tina Ganzeveld	Clerk of Court	Wright	115 N. Main, Suite 6	Clarion	IA	50525	0	515.576.7115	<a href="mailto:tina.ganzeveld@iowacourts.gov">tina.ganzeveld@iowacourts.gov</a>



**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**3rd Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Joann Kinnetz	Clerk of Court	Buena Vista	215 E. 5th St.	Storm Lake	IA	50588	0	712.749.2546	<a href="mailto:joann.kinnetz@iowacourts.gov">joann.kinnetz@iowacourts.gov</a>
Lisa Grashoff	Clerk of Court	Cherokee	520 W. Main St.	Cherokee	IA	51012	0	712.225.6744	<a href="mailto:lisa.grashoff@iowacourts.gov">lisa.grashoff@iowacourts.gov</a>
Laurie Janssen	Clerk of Court	Clay	215 W. 4th St., Ste. 4	Spencer	IA	51301	0	712.262.4335	<a href="mailto:laurie.janssen@iowacourts.gov">laurie.janssen@iowacourts.gov</a>
Karen Kahl	Clerk of Court	Crawford	1202 Broadway St., Ste. 1P	Denison	IA	51442	0	712.2632242	<a href="mailto:karen.kahl@iowacourts.gov">karen.kahl@iowacourts.gov</a>
Marcia Eckerman	Clerk of Court	Dickinson	1802 Hill Ave., Ste. 2506	Spirit Lake	IA	51360	0	712.336.1138	<a href="mailto:marcia.eckerman@iowacourts.gov">marcia.eckerman@iowacourts.gov</a>
Marcia Eckerman	Clerk of Court	Emmet	609 1st Ave. N	Estherville	IA	51334	0	712.362.3325	<a href="mailto:marcia.eckerman@iowacourts.gov">marcia.eckerman@iowacourts.gov</a>
Lisa Grashoff	Lead worker/ Clerk of Court Office	Ida	401 Moorehead St.	Ida Grove	IA	51445	0	712.364.2628	<a href="mailto:lisa.grashoff@iowacourts.gov">lisa.grashoff@iowacourts.gov</a>
Joann Kinnetz	Lead worker/ Clerk of Court Office	Kossuth	114 W. State St.	Algona	IA	50511	0	515.295.3240	<a href="mailto:joann.kinnetz@iowacourts.gov">joann.kinnetz@iowacourts.gov</a>
Laurie Janssen	Lead worker/ Clerk of Court Office	Lyon	206 S. 2nd Ave.	Rock Rapids	IA	51246	0	712.472.8530	<a href="mailto:laurie.janssen@iowacourts.gov">laurie.janssen@iowacourts.gov</a>
Karen Kahl	Lead worker/ Clerk of Court Office	Monona	610 Iowa Ave.	Onawa	IA	51040	0	712.472.2491	<a href="mailto:karen.kahl@iowacourts.gov">karen.kahl@iowacourts.gov</a>
Laurie Janssen	Lead worker/ Clerk of Court Office	O'Brien	155 S. Hayes Ave.	Primghar	IA	51245	0	712.957.3255	<a href="mailto:laurie.janssen@iowacourts.gov">laurie.janssen@iowacourts.gov</a>
Laurie Janssen	Clerk of Court	Osceola	300 7th St.	Sibley	IA	51249	0	712.754.3595	<a href="mailto:laurie.janssen@iowacourts.gov">laurie.janssen@iowacourts.gov</a>
Joann Kinnetz	Clerk of Court	Palo Alto	1010 Broadway	Emmetsburg	IA	50536	0	712.852.3603	<a href="mailto:joann.kinnetz@iowacourts.gov">joann.kinnetz@iowacourts.gov</a>
Amy Bernston	Clerk of Court	Plymouth	215 4th Ave. S.E.	Le Mars	IA	51031	0	712.546.4215	<a href="mailto:amy.bernston@iowacourts.gov">amy.bernston@iowacourts.gov</a>
Debra Fischer	Clerk of Court	Sioux	210 Central Ave. S.W.	Orange City	IA	51041	0	712.737.2286	<a href="mailto:deb.fischer@iowacourts.gov">deb.fischer@iowacourts.gov</a>
Peggy Frericks	DCA	Woodbury	620 Douglas St., Ste. 210	Sioux City	IA	51101	0	712.279.6635	<a href="mailto:peggy.frericks@iowacourts.gov">peggy.frericks@iowacourts.gov</a>



**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**4th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Kim Johnson	Clerk of Court	Audubon	318 Leroy Street, Suite #6	Audubon	IA	50025-1255	0	712.563.4275	<a href="mailto:kim.johnson@iowacourts.gov">kim.johnson@iowacourts.gov</a>
Kim Johnson	Clerk of Court	Cass	5 West 7th Street	Atlantic	IA	50022	0	712.563.4275	<a href="mailto:kim.johnson@iowacourts.gov">kim.johnson@iowacourts.gov</a>
Robin Shirley	Clerk of Court	Fremont	506 Filmore St.; PO Box 549	Sidney	IA	51652-0549	0	712.374.2234	<a href="mailto:robin.shirley@iowacourts.gov">robin.shirley@iowacourts.gov</a>
Laura Kyndesen	Clerk of Court	Harrison	111 North Second Ave.	Logan	IA	51546	1	712.328.5861	<a href="mailto:laura.kyndesen@iowacourts.gov">laura.kyndesen@iowacourts.gov</a>
Kim Carter	Clerk of Court	Mills	418 Sharp Street	Glenwood	IA	51534-1756	0	712.527.4880	<a href="mailto:kim.carter@iowacourts.gov">kim.carter@iowacourts.gov</a>
Kim Carter	Clerk of Court	Montgomery	105 Coolbaugh St.; PO Box 469	Red Oak	IA	51566-0469	0	712.527.4880	<a href="mailto:kim.carter@iowacourts.gov">kim.carter@iowacourts.gov</a>
Robin Shirley	Clerk of Court	Page County	112 East Main St; PO Box 263	Clarinda	IA	51632	0	712.374.2234	<a href="mailto:robin.shirley@iowacourts.gov">robin.shirley@iowacourts.gov</a>
Bob Gast	Clerk of Court	Pottawattamie	227 S. 6th Street; 4th Floor	Council Bluffs	IA	51501	6	712.328.5733	<a href="mailto:bob.gast@iowacourts.gov">bob.gast@iowacourts.gov</a>
Kim Johnson	Clerk of Court	Shelby	612 Court Street; PO Box 431	Harlan	IA	51537-0431	0	712.563.4275	<a href="mailto:kim.johnson@iowacourts.gov">kim.johnson@iowacourts.gov</a>

**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**5th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Stacey Armstrong	Clerk of Court	Adair	400 Public Square	Greenfield	IA	50849-0389	0	641.743.2445	<a href="mailto:stacey.armstrong@iowacourts.gov">stacey.armstrong@iowacourts.gov</a>
Jackie Saville	Clerk of Court	Adams	500 9th St.	Corning	IA	50841	0	712.523.2095	<a href="mailto:jackie.saville@iowacourts.gov">jackie.saville@iowacourts.gov</a>
Darla Egli	Clerk of Court	Clarke	100 S. Main St.	Osceola	IA	50213	0	641.342.6096	<a href="mailto:darla.egli@iowacourts.gov">darla.egli@iowacourts.gov</a>
Anna Butler	Clerk of Court	Dallas	801 Court St.	Adel	IA	50003-1485	0	515.993.6854	<a href="mailto:anna.butler@iowacourts.gov">anna.butler@iowacourts.gov</a>
Traci Tharp	Clerk of Court	Decatur	207 N. Main St.	Leon	IA	50144	0	641.446.4331	<a href="mailto:traci.tharp@iowacourts.gov">traci.tharp@iowacourts.gov</a>
Anna Butler	Clerk of Court	Guthrie	200 N. 5th St.	Guthrie Center	IA	50115	0	641.747.3415	<a href="mailto:anna.butler@iowacourts.gov">anna.butler@iowacourts.gov</a>
Kelly Ruhnke	Clerk of Court	Jasper	101 1st St. N	Newton	IA	50208	0	641.792.3255	<a href="mailto:kelly.ruhnke@iowacourts.gov">kelly.ruhnke@iowacourts.gov</a>
Darla Egli	Clerk of Court	Lucas	916 Braden Ave.	Chariton	IA	50049	0	641.774.4421	<a href="mailto:darla.egli@iowacourts.gov">darla.egli@iowacourts.gov</a>
Leisa Imboden	Clerk of Court	Madison	112 N. John Wayne Dr.	Winterset	IA	50273-0152	0	515.462.4451	<a href="mailto:leisa.imboden@iowacourts.gov">leisa.imboden@iowacourts.gov</a>
Kelly Ruhnke	Clerk of Court	Marion	214 E. Main St.	Knoxville	IA	50138	0	641.828.2207	<a href="mailto:kelly.ruhnke@iowacourts.gov">kelly.ruhnke@iowacourts.gov</a>
Jennifer Webster	Admin. Sec.	Polk	500 Mulberry St.	Des Moines	IA	50309-4238	0	515.286.3198	<a href="mailto:jennifer.webster@iowacourts.gov">jennifer.webster@iowacourts.gov</a>
Jackie Saville	Clerk of Court	Ringgold	109 W. Madison St.	Mount Ayr	IA	50854-0523	0	712.523.2095	<a href="mailto:jackie.saville@iowacourts.gov">jackie.saville@iowacourts.gov</a>
Jackie Saville	Clerk of Court	Taylor	405 Jefferson St.	Bedford	IA	50833	0	712.523.2095	<a href="mailto:jackie.saville@iowacourts.gov">jackie.saville@iowacourts.gov</a>
Allison Danilovich	Clerk of Court	Union	300 N. Pine St.	Creston	IA	50801	0	641.782.7315	<a href="mailto:allison.danilovich@iowacourts.gov">allison.danilovich@iowacourts.gov</a>
Renee Hunget	Clerk of Court	Warren	115 N. Howard St.	Indianola	IA	50125	0	515.961.1069	<a href="mailto:renee.hunget@iowacourts.gov">renee.hunget@iowacourts.gov</a>
Traci Tharp	Clerk of Court	Wayne	101 Franklin Rd.	Corydon	IA	50060	0	641.872.2264	<a href="mailto:traci.tharp@iowacourts.gov">traci.tharp@iowacourts.gov</a>

## APPENDIX C DELIVERY INSTRUCTIONS

**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**6th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	County/ Courthouse	Street	City	St.	Zip		Telephone	Email
Julie Hessenius	Clerk of Court	Benton	111 E. Fourth Street	Vinton	IA	52349	0	319.472.2766	<a href="mailto:julie.hessenius@iowacourts.gov">julie.hessenius@iowacourts.gov</a>
Julie Hessenius	Clerk of Court	Iowa	901 Court Avenue	Marengo	IA	52301	0	319.472.2766	<a href="mailto:julie.hessenius@iowacourts.gov">julie.hessenius@iowacourts.gov</a>
Kim Halverson	Clerk of Court	Johnson	417 South Clinton Street	Iowa City	IA	52240	0	319.356.6060	<a href="mailto:kim.halverson@iowacourts.gov">kim.halverson@iowacourts.gov</a>
Roxann Repstien	Clerk of Court	Jones	500 West Main Street	Anamosa	IA	52205	0	319.398.3411	<a href="mailto:roxann.repstien@iowacourts.gov">roxann.repstien@iowacourts.gov</a>
Roxann Repstien	Clerk of Court	Linn	51 – 3rd Avenue Bridge	Cedar Rapids	IA	52401	0	319.398.3411	<a href="mailto:roxann.repstien@iowacourts.gov">roxann.repstien@iowacourts.gov</a>
Roxann Repstien	Clerk of Court	Linn County Juvenile Justice Center	211 8th Ave. SW	Cedar Rapids	IA	52404	0	319.398.3411	<a href="mailto:roxann.repstien@iowacourts.gov">roxann.repstien@iowacourts.gov</a>
Connie Rohach	Clerk of Court	Tama	100 West High Street	Toledo	IA	52342	0	641.484.3721	<a href="mailto:connie.rohach@iowacourts.gov">connie.rohach@iowacourts.gov</a>



**APPENDIX C DELIVERY INSTRUCTIONS**  
**TABLE C-9 DESTINATIONS FOR PUBLICATIONS (SPECIAL DELIVERY TO JUDICIAL DISTRICTS BY MAIL)**  
**8th Judicial District**

Addressee		Address					Number	Contact Information	
Name	Title	Courthouse	Street	City	St.	Zip		Telephone	Email
Jeannie Houser	Clerk of Court	Appanoose	201 North 12th	Centerville	IA	52544	2	641.856.6101	<a href="mailto:jeannie.houser@iowacourts.gov">jeannie.houser@iowacourts.gov</a>
Jeannie Houser	Clerk of Court	Davis	100 Courthouse Square	Bloomfield	IA	52577	2	641.856.6101	<a href="mailto:jeannie.houser@iowacourts.gov">jeannie.houser@iowacourts.gov</a>
Jackie Myers	Clerk of Court	Des Moines	513 North Main	Burlington	IA	52601	4	319.753.8262	<a href="mailto:jackie.myers@iowacourts.gov">jackie.myers@iowacourts.gov</a>
Jackie Myers	Clerk of Court	Henry	100 East Washington	Mount Pleasant	IA	52641	2	319.385.2632	<a href="mailto:jackie.myers@iowacourts.gov">jackie.myers@iowacourts.gov</a>
Jennifer Nelson	Clerk of Court	Jefferson	51 W. Briggs	Fairfield	IA	52556	2	641.472.3454	<a href="mailto:jennifer.nelson@iowacourts.gov">jennifer.nelson@iowacourts.gov</a>
Megan Menke	Clerk of Court	Keokuk	101 S. Main	Sigourney	IA	52591	2	641.623.5644	<a href="mailto:megan.menke@iowacourts.gov">megan.menke@iowacourts.gov</a>
Kim Landrie	Clerk of Court	North Lee	701 Avenue F	Fort Madison	IA	52627	2	319.542.2433	<a href="mailto:kim.landrie@iowacourts.gov">kim.landrie@iowacourts.gov</a>
Kim Landrie	Clerk of Court	South Lee	25 North 7th Street	Keokuk	IA	52632	2	319.542.2433	<a href="mailto:kim.landrie@iowacourts.gov">kim.landrie@iowacourts.gov</a>
Melissa Schoonover	Clerk of Court	Louisa	117 South Main	Wapello	IA	52653	2	319.523.4541	<a href="mailto:melissa.schoonover@iowacourts.gov">melissa.schoonover@iowacourts.gov</a>
Megan Menke	Clerk of Court	Mahaska	106 S. 1st Street	Oskaloosa	IA	52577	3	641.623.5644	<a href="mailto:megan.menke@iowacourts.gov">megan.menke@iowacourts.gov</a>
Jennifer Nelson	Clerk of Court	Monroe	10 Benton Ave. East	Albia	IA	52531	2	641.932.5212	<a href="mailto:jennifer.nelson@iowacourts.gov">jennifer.nelson@iowacourts.gov</a>
Megan Menke	Clerk of Court	Poweshiek	302 East Main	Montezuma	IA	50171	2	641.623.5644	<a href="mailto:megan.menke@iowacourts.gov">megan.menke@iowacourts.gov</a>
Jennifer Nelson	Clerk of Court	Van Buren	4th & Dodge	Keosauqua	IA	52565	2	641.472.3454	<a href="mailto:jennifer.nelson@iowacourts.gov">jennifer.nelson@iowacourts.gov</a>
Jennifer Nelson	Clerk of Court	Wapello	101 West Fourth St.	Ottumwa	IA	52501	5	641.683.0060	<a href="mailto:jennifer.nelson@iowacourts.gov">jennifer.nelson@iowacourts.gov</a>
Jennifer Nelson	Clerk of Court	Washington	224 West Main	Washington	IA	52353	3	319.653.7741	<a href="mailto:jennifer.nelson@iowacourts.gov">jennifer.nelson@iowacourts.gov</a>
Cathy Reck	Court Administration	Court Administrator's Office	333 North Court Street	Ottumwa	IA	52501	1	641.684.6502	<a href="mailto:cathy.reck@iowacourts.gov">cathy.reck@iowacourts.gov</a>

## APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

**TABLE D-1 KEY DEADLINES FOR DELIVERABLES DURING TRIAL PERFORMANCE (PRODUCTION ITEMS)**

Acts	PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Trial Performance	<b>Paper Proof Covers</b>	Within 10 calendar days after the Agency delivers its specifications to the Contractor, the Contractor must deliver 1 paper proof cover to the Agency for approval. <i>See Table C-3.</i>	Within 10 calendar days after the Contractor delivers the paper proof cover, the Agency must deliver notice or marked up paper proof cover to the Contractor (stating approval, qualified approval, or disapproval).
		<b>Set of Digital Proofs</b>	Within 5 business days after the Agency delivers test composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Ola Babcock Miller Building) for approval (delivery by 10:30 a.m. Central Time). <i>See Table C-3.</i>	Within 1 business day after the Contractor delivers the set of digital proofs, the Agency must deliver notice or the marked up set of digital proofs (or parts of the set) to the Contractor (stating approval, qualified approval, or disapproval).

## APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

**TABLE D-2 KEY DEADLINES FOR DELIVERABLES DURING STANDARD PERFORMANCE (PRODUCTION ITEMS)**

Acts	PERIOD	TYPE	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Standard Performance	<b>Finished Cover</b>	Within 15 calendar days after the Agency delivers its final page count for the books to the Contractor, the Contractor must deliver 1 finished cover to the Agency (State Capitol) for approval. <i>See Table C-3.</i>	Within 5 calendar days after the Contractor delivers the finished cover, the Agency must deliver notice or the marked up finished cover to the Contractor (stating approval, qualified approval, or disapproval).
		<b>Set of Digital Proofs</b>	Within 5 business days after the Agency delivers composed pages to the Contractor, the Contractor must deliver 1 set of digital proofs to the Agency (Ola Babcock Miller Building) for approval (delivery by 10:30 a.m. Central Time). <i>See Table C-3.</i>	Within 1 business day after the Contractor delivers the set of digital proofs to the Agency, the Agency must deliver notice or the marked up set of the digital proofs (or parts of the set) to the Contractor (stating approval, qualified approval, or disapproval).  If the Agency approves the set of digital proofs with qualification or disapproves the set of digital proofs, the Agency may return the entire set of digital proofs, or any part of the set of digital proofs, to the Contractor with markings indicating where any deficiencies were found.



## APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-3 KEY DEADLINES FOR DELIVERABLES DURING STANDARD PERFORMANCE (PUBLICATIONS)

Acts	PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Standard Performance	Within 30 calendar days after the Agency delivers its approval of final set of digital proofs, the Contractor must deliver the total number of publications ordered to the Agency, including as part of Normal Delivery and Special Delivery. <i>See Tables C-4 through C-9.</i>	Within 42 calendar days after the Contractor delivers all publications to the Agency, the Agency will respond by delivering a notice to the Contractor stating one of the following: (1) <b>Accept or Reject Publication (Books).</b> The Agency accepts or rejects any number of the publications. (2) <b>Notice to Extend Time.</b> The Agency reserves a total of 70 calendar days to accept or reject any number of the publications.

## APPENDIX D PRODUCTION AND DELIVERY SCHEDULES

TABLE D-4 KEY DEADLINES FOR DELIVERABLES DURING POST STANDARD PERFORMANCE (PAYMENT)

Acts	PERIOD	CONTRACTOR'S DELIVERY TO THE AGENCY	AGENCY'S RESPONSE TO THE CONTRACTOR
	Post Standard Performance	After the Agency delivers its approval of all publications required to be delivered to the Agency, the Contractor will deliver an invoice to the Agency for the amount of the contract price (base amount subject to any adjustments as provided in the contract (A-2)). <i>See Table D-3.</i>	Generally, within 90 days of the Contractor's delivery of an invoice to the Agency for the contract price (base amount subject to any adjustments as provided in the contract), the Agency will approve the invoice and deliver payment of the contract price to the Contractor.

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-1 NUMBER OF PREDETERMINED CALENDAR DAYS**  
**CALCULATED AS LATE FOR A PUBLICATION ITEM OR PRODUCTION ITEM**

Acts	PRODUCT	CAUSE		NUMBER OF DAYS
	Publication Item	#1	Unsatisfactory Production Materials or Workmanship .....	= 10.0
		#2	Improperly Shipped or Loaded.....	= 3.0
	Production Item	#1	Unsatisfactory Production Materials or Workmanship .....	= 1.0
		#2	Late Delivery of a Response.....	= 0.25

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-2 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PUBLICATIONS**

Acts	Predetermined Rate		Calendar Days Publication Item Delivered Late		Amount of Liquidated Damages Per Publication Item		Total Number of Publications Delivered Late		Total Liquidated Damages			
	Actual (if applicable)		Predetermined (if applicable)									
	\$0.20 Per Publication Item		x	_____	or	_____	=	_____	x	_____	=	\$



**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-3 FORMULA TO ASSESS THE TOTAL AMOUNT OF LIQUIDATED DAMAGES FOR PRODUCTION ITEMS**

Acts	Predetermined Rate	Calendar Days Production Item Delivered Late			Amount of Liquidated Damages Per Production Item	Total Number of Publication Items Expected to be Delivered Late			Total Liquidated Damages		
		Actual (if applicable)		Predetermined (if applicable)							
	\$0.20 Per Publication Item	x	_____	or	_____	=	_____	x	_____	=	\$ _____

**APPENDIX E LIQUIDATED DAMAGES FORMULAS**  
**TABLE E-4 FORMULA TO CAP LIQUIDATED DAMAGES ASSESSED AND IMPOSED FOR ALL PUBLICATION ITEMS AND PRODUCTION ITEMS ASSOCIATED WITH A PUBLICATION**

Acts	Product	Category of Breach	Maximum	Percent of Contract Price
	Publication Items	Late Deliveries	20.00%	
		Unsatisfactory Production or Materials or Workmanship	15.00%	
		Improperly Packaging or Shipping	2.50%	
	Production Items	Unsatisfactory Production Materials or Workmanship	1.50%	
		Late Deliveries of Responses	0.50%	

**APPENDIX F CONTACT INFORMATION**  
**TABLE F-1 CONTACT INFORMATION FOR THE AGENCY**  
**PRODUCTION ITEMS (SAMPLE COVERS)**

Acts

CONTACT INFORMATION			SPECIAL GUIDANCE
Primary	Alternative		
Name	Ms. Leslie Hickey Iowa Code Editor	Mr. Doug Adkisson Legal Counsel	<p>(1) <b>Authorization.</b> Ms. Hickey is authorized to discuss any production and delivery issue.</p> <p>(2) <b>Contact.</b> Ms. Hickey is principally responsible for issues regarding the production and delivery of the sample covers.</p> <p>(3) <b>Procedure.</b> The following procedures apply:</p> <p>(a) <b>Alternatives.</b> If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson.</p> <p>(b) <b>Emails.</b> An email addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson.</p> <p>(4) <b>Other Persons.</b> Ms. Hickey or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>
Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
Telephone	515.281.8871	515.281.3884	
Fax	515.281.8027	515.281.8027	
Email	<a href="mailto:leslie.hickey@legis.iowa.gov">leslie.hickey@legis.iowa.gov</a>	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>	

- (1) **Authorization.** Ms. Hickey is authorized to discuss any production and delivery issue.
- (2) **Contact.** Ms. Hickey is principally responsible for issues regarding the production and delivery of the sample covers.
- (3) **Procedure.** The following procedures apply:
- (a) **Alternatives.** If the Contractor cannot communicate with Ms. Hickey, the Contractor may communicate with Mr. Adkisson.
- (b) **Emails.** An email addressed to Ms. Hickey is not required to be addressed to Mr. Adkisson.
- (4) **Other Persons.** Ms. Hickey or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.

**APPENDIX F CONTACT INFORMATION**  
**TABLE F-2 CONTACT INFORMATION FOR THE AGENCY**  
**PRODUCTION ITEMS (SET OF DIGITAL PROOFS)**

Acts

CONTACT INFORMATION			SPECIAL GUIDANCE	
	Primary	Alternative		
Name	Mr. Jamie Croatt	Mr. Doug Adkisson	<p>(1) <b>Authorization.</b> Mr. Croatt is authorized to discuss any production and delivery issue.</p> <p>(2) <b>Contact.</b> For issues regarding the review and approval of a set of digital proofs, Mr. Croatt is the primary contact person.</p> <p>(3) <b>Procedure.</b> The following procedures apply:</p> <p>(a) <b>Alternatives.</b> If the Contractor cannot communicate with Mr. Croatt, the Contractor may communicate with Mr. Adkisson.</p> <p>(b) <b>Emails.</b> An email addressed to Mr. Croatt is not required to be addressed to Mr. Adkisson.</p> <p>(4) <b>Other Persons.</b> Mr. Croatt or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.</p>	
	Supervisor, Publications Editing Office	Legal Counsel		
	Address	3rd Floor Ola Babcock Miller Building 1112 E. Grand Ave. Des Moines, Iowa 50319		Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319
	Telephone	515.281.7249		515.281.3884
	Fax	515.281.6625		515.281.8027
	Email	<a href="mailto:jamie.croatt@legis.iowa.gov">jamie.croatt@legis.iowa.gov</a>		<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>

- (1) **Authorization.** Mr. Croatt is authorized to discuss any production and delivery issue.
- (2) **Contact.** For issues regarding the review and approval of a set of digital proofs, Mr. Croatt is the primary contact person.
- (3) **Procedure.** The following procedures apply:
- (a) **Alternatives.** If the Contractor cannot communicate with Mr. Croatt, the Contractor may communicate with Mr. Adkisson.
- (b) **Emails.** An email addressed to Mr. Croatt is not required to be addressed to Mr. Adkisson.
- (4) **Other Persons.** Mr. Croatt or Mr. Adkisson may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.



**APPENDIX F CONTACT INFORMATION**  
**TABLE F-3 CONTACT INFORMATION FOR THE AGENCY**  
**DELIVERY OF PUBLICATIONS**

Acts	CONTACT INFORMATION			SPECIAL GUIDANCE
	Primary		Alternative	
	Name and Title	Mr. Doug Adkisson Legal Counsel	Mr. Tim McDermott Director	
	Address	Ground Floor (G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
	Telephone	515.281.3884	515.281.3566	
	Fax	515.281.8027	515.281.8027	
	Email	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>	<a href="mailto:timothy.mcdermott@legis.iowa.gov">timothy.mcdermott@legis.iowa.gov</a>	
(1) <b>Authorization.</b> Mr. Adkisson and Mr. McDermott are authorized to discuss any delivery issue.				
(2) <b>Contact.</b> For issues regarding the review and approval of publications, Mr. Adkisson is the primary contact person.				
(3) <b>Procedure.</b> The following procedures apply:				
(a) <b>Alternatives.</b> If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott.				
(b) <b>Emails.</b> An email addressed to Mr. Adkisson is not required to be addressed to Mr. McDermott.				
(4) <b>Other Persons.</b> Mr. Adkisson or Mr. McDermott may designate alternate persons to communicate regarding any issue which arises under this Table. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.				

**APPENDIX F CONTACT INFORMATION**  
**TABLE F-4 CONTACT INFORMATION FOR THE AGENCY (LEGAL ISSUES)**

Acts	CONTACT INFORMATION		SPECIAL GUIDANCE	
	Primary	Alternative		
	Name and Title	Mr. Doug Adkisson Legal Counsel	Mr. Tim McDermott Director	(1) <b>Authorization.</b> Mr. Adkisson and Mr. McDermott are authorized to discuss any legal issue relating to the contract, including: (a) <b>Compliance.</b> Compliance with a term or condition of the contract relating to production or delivery. (b) <b>Payment.</b> The payment of any invoice submitted to the Agency. The Contractor shall submit the invoice to Mr. Adkisson. (2) <b>Contact.</b> The Contractor must make contact as follows: (a) <b>Procedure.</b> If the Contractor cannot communicate with Mr. Adkisson, the Contractor may communicate with Mr. McDermott. (b) <b>Emails.</b> The Contractor should address electronic messages to both contact persons. (3) <b>Other Persons.</b> Mr. McDermott may designate alternate persons to discuss any legal issue relating to the contract. Nothing prevents another person authorized by the Agency from initiating communication with the Contractor.
	Address	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	Ground Floor (Room G-01) State Capitol Des Moines, Iowa 50319	
	Telephone	515.281.3884	515.281.3566	
	Fax	515.281.8027	515.281.8027	
Email	<a href="mailto:doug.adkisson@legis.iowa.gov">doug.adkisson@legis.iowa.gov</a>	<a href="mailto:timothy.mcdermott@legis.iowa.gov">timothy.mcdermott@legis.iowa.gov</a>		

## APPENDIX F CONTACT INFORMATION

### TABLE F-5 CONTACT INFORMATION FOR THE CONTRACTOR (DAY-TO-DAY OPERATIONS)

Acts	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Ms. Nancy Roth Account Representative - Manufacturing Client Services	<p>(1) <b>Authorization.</b> The Contractor's contact persons are authorized to discuss any issue relating to the day-to-day administration of the contract.</p> <p>(2) <b>Availability.</b> One of the Contractor's contact persons must be available on all days during which the publications are being produced for or delivered to the Agency.</p> <p>(3) <b>Production Items.</b> For production items, the following apply:</p> <p>(a) <b>Set of Digital Proofs.</b> For the set of digital proofs, if an Agency's contact person delivers a message regarding the production or delivery of the set of digital proofs, the Contractor's contact person must respond not later than 4 hours after the Agency's contact person delivers the message. However, if the 4-hour period will expire after 4:30 p.m. of the business day on which the message is delivered, the Contractor's contact person must respond by not later than 8:30 a.m. on the next business day.</p> <p>(b) <b>Sample Covers.</b> For the sample cover, if the Agency's contact person delivers a message, the contact person must respond by not later than noon on the next business day.</p>
	Address	610 Opperman Drive Eagan, MN 55123 C1-N132	
	Telephone	651.687.6964	
	Fax	N/A	
	Email	<a href="mailto:nancy.roth@tr.com">nancy.roth@tr.com</a>	
	Pager	N/A	

## APPENDIX F CONTACT INFORMATION

### TABLE F-6 CONTACT INFORMATION FOR THE CONTRACTOR (CONTRACT MANAGER)

Acts	CONTACT INFORMATION		SPECIAL INSTRUCTIONS
	Name and Title	Mr. Mark Pitzele Manager	The Contractor's contact person is the contract manager for the Contractor and is authorized to discuss any issue relating to the interpretation of a provision of the contract.
	Address	610 Opperman Drive Eagan, MN 55123 C1-N222	
	Fax	N/A	
	Telephone	763.326.6283	
	Email	<a href="mailto:mark.pitzele@thomsonreuters.com">mark.pitzele@thomsonreuters.com</a>	

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